HOUSING TAX CREDIT PROJECT APPLICATION

The following information will be used to review and rank Housing Tax Credit projects for consideration of City Council support. Please use supplemental pages if additional space is needed for any question.

General Information

Name of Developer, Owner and Project:
Name _____
Name of Firm _____
Address _____
Phone _____
Email _____

Experience Certificate/Statement: Provide evidence of the applicant/developer acting in capacity as owner, general partner or developer of at least 100 residential units. Provide resume of major partners and management team. Label any additional documents as Exhibit 1.

_____
_____
_____
_____
_____

Organizational Chart & Owner's Ownership Structure: Include all ownership organizations and key persons within these organizations. Please provide document and label as Exhibit 2.

Housing Tax Credit Review Matrix: Please complete the attached Review Matrix (Attachment 2). On Attachment 2, please provide the page number or exhibit where reviewers can be expect to find responses to each item of the Review Matrix.

Project Description

Project Description and General Information: The project description should address all review criteria found in the Housing Tax Credit Review Matrix (Attachment 2) unless otherwise provided in this application. Also include the total number of units, number of low income units by income level, and number of senior units if applicable. Include bedroom sizes, target population, proposed gross rents for low income and market rate units, and ratio of market rate units to non-market rate units. Please identify if income averaging will be utilized. Please provide the Project Description document and label as Exhibit 3.

Preliminary Site Plan*:* Please provide document and label as Exhibit 4.

Amenities List: Include unit amenities and common amenities.

_____ _____
_____ _____
_____ _____
_____ _____
_____ _____
_____ _____

Energy Efficiency/Sustainability: Identify any elements of the development that exceed the requirements of either the City's applicable Energy Code or the City of Arlington's Unified Development Code.

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Brief Financing Narrative/Plan: Include preliminary project financials, proposed development budget, and development cost per square foot. Please provide document and label as Exhibit 5.

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Evidence of Readiness: Provide evidence of site control and name of current property owner. Provide document and label as Exhibit 6.

Zoning: Describe current and planned zoning of the development site.

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_____
_____
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_____

Variances: Describe anticipated variances from the Unified Development Code.

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Pre-Application Meeting Date: Provide the date/scheduled date that the development team met/will meet with City planning staff to review the proposed development. The Pre-Application Meeting request can be found at http://www.arlington-tx.gov/cdp/zoning/forms/. All Pre-Application Meetings must be held on or before January 7, 2019.

Meeting Date: _____

Community Involvement: Include list of neighborhood associations and the frequency of contact, method of contact, response to outreach, and number of property owners notified. Provide information about outreach to applicable school districts including method of contact, point of contact at the school district, and their response.

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_____

Development Timeline: Include expected completion date, if credits are awarded.

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_____
_____
_____
_____

Taxable: Will the development pay real estate taxes or will it be tax exempt? If tax exempt, do you anticipate a payment of lieu in taxes to any taxing entities? If yes, please describe.

_____
_____
_____
_____
_____

Please attach any additional documents that you feel will support your application, listing them below and labeling the document to match:

Exhibit A _____
Exhibit B _____
Exhibit C _____
Exhibit D _____
Exhibit E _____

Please submit 5 copies of the application package to:

Arlington Housing Authority
Attn: Mindy Cochran, Executive Director
501 W. Sanford Street, Suite 20
Arlington, TX-76011

The complete application package must be received <u>no later than 5:00 p.m. on 12/21/18</u>. If you have any questions concerning this process, please contact Ms. Cochran at Mindy.Cochran@arlingtontx.gov

Note: Exceptions to the above required package contents may be considered on a case-by-case basis. Applicant must explain why certain information was not included in the package.